

INTERAMERICAN CAMPUS EMERGENCY EVACUATION PLAN

The Security Department with the assistance of Emergency Team Leaders will be responsible for the evacuation of the buildings during emergencies. They must work together to completely vacate the premises and direct everyone in an orderly manner to the safe waiting areas 30 yards outside the premises.

EXIT LOCATION

Building 1

- 1- Stairwell # 1100-1 (A). Exit first floor right on Southwest 27th Avenue.
- 2- Stairwell # 1100-2 (B). Exit first floor by the parking garage elevators.
- 3- Stairwell # 1100-3 (C). Exit first floor by the freight elevator.
- 4- Handicapped Station (passenger elevator landing areas)

Parking Garage, Building II

- 1- Stairwell/Gate on 7th street (A) next to the gate is the N.E. Stairwell.
- 2- Stairwell/Gate on 6th street (B) next to the gate is the S.E. Stairwell. (All handicapped students/staff parked on the first floor next to SW 7th Street entrance)

Building III

- 1- Stairwell (A)
- 2- Stairwell (B)

BUILDING #1 TEAM LEADERS RESPONSIBILITIES FOR EVACUATION

First Floor

Emergency Team Leaders

Patricia Tejeda	237-6154
John Vassiliou	237-6175
Walter Anders	237-6146
Susan Thomas	237-6149
Josefina Llarena	237-6048
Marta Cosculluela	237-6170

These team leaders are responsible to evacuate **all** personnel from the first floor to include the following:

All Student Services 1117 /1 – 13
Student Life Room 1121 and –1
Restrooms
Mailroom (Garage)
Testing 1108 and 1110
Room 1109
Disabled Student Services 1111
Career Services Center 1112
Records 1113
Duplicating (Garage)
Bookstore 1114
Library 1116

EXIT to SW 27th Avenue or exit to 6th Street and head North across 6th Street to the student parking lot.

Classrooms Rooms 1124 – 1131
New Student Center 1132
Maintenance 1134
Cafeteria
Multipurpose Room 401

EXIT to SW 7th Street and head South across the street from the Campus on the sidewalk of the InterAmerican Plaza Building

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

Second Floor A & B

Emergency Team Leaders

Margarita Bazo	237-6373
Alina Becker	237-6372
Manny Perez	237-6114
Ofelia Perez	237-6033

These team leaders are responsible to evacuate **all** personnel from the second floor to include the following:

Restrooms
Computer Classrooms 1206 – 1216
Courtyard 1217/1 - 1217/6

EXIT to stairwells A or B and down to the first floor to exit SW 27th Avenue or exit to 6th Street and head North across 6th Street to the student parking lot.

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

Second Floor C

Emergency Team Leader

Jorge Hernandez 237-6247
John Kolasinski 237-6031

These team leaders are responsible to evacuate **all** personnel from the second floor to include the following:

Language Lab 1218
Media Services 1220
Classroom 1219 and 1221

EXIT stairwell C down to the first floor, exit to SW 7th Street and head South across the street from the Campus on the sidewalk of the InterAmerican Plaza Building

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

Third Floor A & B

Arturo Rodriguez 237-6150
Diane Brough 237-6245
Esther Sanchez 237-6488

These team leaders are responsible to evacuate **all** personnel from the third floor to include the following:

Restrooms
Administrative & Faculty Offices 1306 – 1373

EXIT to stairwells A or B and down to the first floor to exit SW 27th Avenue or exit to 6th Street and head North across 6th Street to the student parking lot.

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

Third Floor C

Emergency Team Leaders

Tom Meyer 237-6003
Mirna Vicedo 237-6070

These team leaders are responsible to evacuate **all** personnel from the third floor to include the following:
Math Lab 1374
Classrooms 1375 – 1390

EXIT stairwell C down to the first floor, exit to SW 7th Street and head South across the street from the Campus on the sidewalk of the InterAmerican Plaza Building

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

BUILDING #3 TEAM LEADERS RESPONSIBILITIES FOR EVACUATION

All Floors

Emergency Team Leaders
Security Officers

The Security officers will be responsible (ETL to be designated once the building is renovated) to evacuate **all** personnel from all four floors

EXIT stairwells A or B down to the first floor. Stairwell A will exit to SW 7th Street and head South across the street from the Campus on the sidewalk of the InterAmerican Plaza Building . Stairwell B will exit to S.W. 6th Street and head North across 6th Street to the student parking lot.

Handicapped Station: Passenger Elevator landings on every floor. Disabled students/faculty/staff will remain on this designated area until a Security officer comes.

SECURITY RESPONSIBILITIES FOR EVACUATION

Immediately, when an alarm sounds security must do the following:

Step # 1

- 1.** Dispatcher: Is to read the alarm panel to locate the problem and dispatch a security to investigate. Also, put APB (All Points Bulletin) to alert all securities.
- 2.** The security on the first floor will be directing all outgoing traffic from the stairwells to the refuge designated areas with the assistance of the supervisor on-hand.
- 3.** All handicapped stations need to be checked and if there is anyone, they need to be assisted out of the building. One of the Emergency Team Leaders will be waiting with the student/staff until the Fire Department rescuer arrives. All wheelchair persons will be carried down the steps by the Fire Department.
- 4.** The security personnel in the parking facilities entrances and exits will be assisting in directing the crowd and street traffic. The security at the entrance on SW 7th Street is to barricade incoming traffic. The student parking log security is to close the entrance and take a position at SW 6 Street and 27th Avenue for traffic control of vehicles and pedestrian.
- 5.** It is the Security department's responsibility to ascertain that the building has been completely evacuated.

Step # 2

If the security officer sent to investigate feels that further action should be taken, then the dispatcher must be told to call 911. If, it is a false alarm, the dispatcher will notify security personnel and an announcement will be made to allow everyone back in the building.

PARKING

During an emergency evacuation, no vehicles will be allowed to enter or exit parking facilities.

AFTER 5 PM & WEEKEND EMERGENCY EVACUATION

Code: APB (All Points Bulletin) Red Alert

When the alarm goes off the following must occur:

1. Dispatcher is announcing a APB, Red Alert.
2. Supervisor must be dispatched to area indicated in the alarm panel to assess problem and then evacuate all floors.
3. Building security officer and custodial supervisor are to direct traffic to both refuge areas
4. Immediately the security officer at the Wachovia Bank is to run to the building 1 or 3 (depending where the emergency is) to help evacuate the building section A and B
5. The police officer at Wachovia is to hold position on 6th Street and 27th Avenue to control vehicle traffic for crossing of students, faculty and staff
6. Immediately the security at the Garage Parking Entrance is to barricade the entrance and help evacuate building 1 (if the emergency is in building 1), section C.
7. The police officer in the parking Garage is to be positioned on 7th Street to control vehicle traffic flow for students, staff and faculty crossing.
8. Handicapped persons follow the same procedures as those in the daytime.